



# Navy Personnel Systems

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## How to Review Your OMPF and ESR (step-by-step guide)

**This brief is current as of 26 FEB  
2016.**



# Before we get started...

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- **Some of you already know how to use Navy personnel systems online. For you, this training will provide a review and update.**
- **For those of you who are unfamiliar with online personnel systems, this training will introduce you to the steps required to view and verify your online personnel records.**
- **For command leaders, this training will familiarize you with training materials that can be used in future command indoctrination and training events.**



# Introduction

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- **Navy personnel records document your Navy career.**
- **It is VERY IMPORTANT that you routinely and periodically verify that the information displayed in your personnel records is ACCURATE and COMPLETE.**
- **Use information provided in the following slides to view and verify the personnel information displayed in your Official Military Personnel File (OMPF) and your Electronic Service Record (ESR).**

**\_TIP\_\_\_\_\_**  
**OMPF**  
**documents are**  
**used during**  
**Selection Board**  
**Review.**  
**The ESR is NOT**  
**used by**  
**Selection**



# Two important personnel records


Today, your service record information is maintained in two primary systems:


1. Official Military Personnel File (OMPF)
2. Electronic Service Record (ESR)


**ESR Home Page**


### Electronic Service Record


Name: Rank/Rate Current DSC:


**Personal Information**  
Review member address and phone, marriage, and personal information.  
[View Personal Information](#)  
Update member address, phone, e-mail, emergency contacts, religion, race, ethnicity and civilian employer information.  
[Update Personal Information](#)


**Professional History**  
Review member history of assignments  
[View Professional History](#)

**PCS Travel**  
Update member PCS Travel information.  
[Update PCS Travel](#)

**Service Obligations and Agreements**  
Review member service obligations and agreements.  
[View Service, Obligations, and Agreements](#)

**Administrative Remarks**  
Review member administrative remarks.  
[Administrative Remarks](#)

**Summary of Changes**  
[Summary of Changes](#)

**Training, Education, and Qualifications**  
Review member training, education, and qualifications.  
[View Training, Education, and Qualifications](#)

**Performance**  
[Return to BOL](#)

## Navy - Official Military Personnel File

All record and document views are audited.

Welcome

OMPF Documents


e-Submission Documents


Multi View

Form Name

Form Number

Subject Title





NAVPERS


1616/26

EVAL REP AND COUNSELING RECORD (E1-E6)

23295723

35

19971115



DD


1966

MIL PROC RCD

29602122

34

19840719



DD


4

ENL REENL DOC

29602133

30

19840719



DD


93

EMERG DATA RCD

29602135

39

19841127



NAVPERS


1070/601

IMMED REENL CONTR

29602140

30

19980313



NAVPERS

1070/601

IMMED REENL CONTR

29602142

30

19980313

29602151

39

19891018

29602158

39

19980313

Electronic Service

Official Military Personnel File

Official Military Personnel File



# Official Military Personnel File (OMPF)

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- **OMPF contains electronic images of documents generated throughout your career, from time of entry until final separation.**
- **Every Navy officer and enlisted member has an OMPF, which is accessed via BUPERS Online (BOL).**
- **BOL is located at <https://www.bol.navy.mil>.**
- **OMPF documents your Navy career:**
  - Performance
  - Professional History
  - Personal Information
  - Training, Education and Qualifications
  - Privileged and Adverse Information
  - Separation and Retirement

**\_TIP\_\_\_\_\_**  
**OMPF documents are the primary images viewed by Selection Boards.**



# Frequency of Enlisted Record Update

- **Some OMPF documents are generated from data stored in your Electronic Service Record (ESR).**
- **Personnel documents should be submitted to OMPF at the time they are generated.**
  - EXCEPTION TO THE RULE: Awards, Training and Qualifications, and History of Assignments data is printed from your ESR and submitted to OMPF only when you reenlist or when you separate from service.
  - IMPORTANT: If you are going before a Selection Board and there are significant transactions in your ESR that are not in your OMPF, submit printed copies of ESR pages (NAVPERS forms) with your package to the Board.

## **ESR data printed and submitted to OMPF**

- **Dependency Data** (submitted to OMPF as form NAVPERS 1070/602)
- **Member Data Summary** (submitted to OMPF as form NAVPERS 1070/886)
- **Training Summary** (submitted to OMPF as form NAVPERS 1070/881)

**\_TIP\_\_\_\_\_**  
**Routinely verify your OMPF is accurate and complete. See your Personnel Office, CPC or PSD when items are missing or**



# Selection Boards review OMPF documents

Enlisted
Administrative Remarks
Adverse Information
Assignment and Classification
Awards, Decorations, and Medals
Education and Training
Enlisted Performance Data
Enlistment / Reenlistment Data
Miscellaneous Professional Service History
Separation and Retirement

Officer
Awards, Decorations, and Medals
Educational Data / Transcripts
Fitness Reports
Letters of Appointments and Promotions
Miscellaneous Professional History
Photograph (most recent)
Privileged Information, Adverse Material, Family Advocacy Program, Medical Boards, Physical Evaluation Boards, etc.
Qualifications
Reserve Status
Service Determination, Separation, and Retirement

**Types of Selection Boards**  
**Retention, Advancement,**  
**Continuation (Officer and Enlisted),**  
**Special Programs, Special**  
**Promotions, Screening.**



# Action: Access your OMPF

- You have automatic access to your OMPF.
- Log in to BOL at <https://www.bol.navy.mil>
- Select Official Military Personnel File (OMPF) - My Record.

## BOL Application Menu

- [ ARPR/ASOSH Online
- [ CCA/FITREP/Eval Reports
- [ CO/XO/CMC Advancement/Selection Board Verification
- [ Configuration Management
- [ FTS Redesignation
- [ Individual Medical Readiness (IMR) Status
- [ Military Locator System
- [ Naval Register
- [ NavPers Legacy & PERSTEMPO
- [ Navy-Marine Corps Mobilization Processing System (NMCMPs) - View IA/ADSW orders
- [ ODC, OSR, PSR
- [ Official Military Personnel File (OMPF) - Admin Access
- [ Official Military Personnel File (OMPF) - Command View
- [ Official Military Personnel File (OMPF) - My Record
- [ PRIMs
- [ Request Record on CD
- [ Selection Board Member/Recorder Training





# Action: Navigate and View OMPF Documents

## Navy - Official Military Personnel File

All record and document views are audited.

[Return to BOL](#)

Welcome OMPF Documents e-Submission Documents

Multi View	Form Name	Form Number	Subject Title	Document ID	Field Code	Document Date
------------	-----------	-------------	---------------	-------------	------------	---------------

1 Click headings to sort by Form Number, Document Date, etc.

2 Click on a highlighted row to download individual documents.

3 Click several boxes and select the green arrow to view multiple documents

	<input type="text"/>	<input type="text"/>				
<input type="checkbox"/>	TSP-U	1				
<input type="checkbox"/>	NAVPERS	1070/601				
<input type="checkbox"/>	NAVPERS	1070/601	IMMED REENL CONTR	1223253	30	20070112
<input type="checkbox"/>	NAVPERS	1070/601	IMMED REENL CONTR	25247802	30	20150205
<input type="checkbox"/>	NAVPERS	1070/602	EMERG DATA RCD DEP APP	52762837	39	20030529
<input type="checkbox"/>	NAVPERS	1070/602	EMERG DATA RCD DEP APP	57962726	39	20050711
<input type="checkbox"/>	NAVPERS	1070/602	EMERG DATA RCD DEP APP	59235929	39	20060130
<input type="checkbox"/>	NAVPERS	1070/605				
<input type="checkbox"/>	NAVPERS	1070/605				
<input type="checkbox"/>	NAVPERS	1070/605				
<input type="checkbox"/>	NAVPERS	1070/613				
<input type="checkbox"/>	NAVPERS	1070/613				
<input type="checkbox"/>	NAVPERS	1070/613				
<input type="checkbox"/>	NAVPERS	1070/613				
<input type="checkbox"/>	NAVPERS	1070/613				
<input type="checkbox"/>	NAVPERS	1070/613				
<input checked="" type="checkbox"/>	NAVPERS	1070/605	HIST OF ASGNMNTS	4782404	31	20070117
<input checked="" type="checkbox"/>	NAVPERS	1070/605	HIST OF ASGNMNTS	1223255	31	20090401
<input checked="" type="checkbox"/>	NAVPERS	1070/605	HIST OF ASGNMNTS	25247803	31	20110421
<input type="checkbox"/>	NAVPERS	1070/613	ADMIN REMARKS	51989224	32	20030218
<input type="checkbox"/>	NAVPERS	1070/613	ADMIN REMARKS	4782396	32	20030423
<input type="checkbox"/>	NAVPERS	1070/613	ADMIN REMARKS	4782397	32	20030507
<input type="checkbox"/>	NAVPERS	1070/613	ADMIN REMARKS	4782398	32	20030423



# Action: Sort by OMPF “Field Code”

- OMPF documents are assigned a “Field Code” based on the type of information in the document.
- Documents in Field Codes 30 through 38 are provided to enlisted Selection Boards for review.
  - See BUPERSINST 1430.14F, BUPERSINST 1070.27B, and MILPERSMAN 1070-080
- To verify ALL OMPF documents are available to the Selection Board, sort by Field Code as desired.
  - If documents are duplicated, illegible or missing, or if you discover another

Field Code
35
Y
35
35
35
35
35
35

## Field Codes provided for Enlisted Selection Board Review

- 30 Procurement, Enlistment/Reenlistment
- 31 Classification and Assignment
- 32 Administrative Remarks
- 33 Separation and Retirement
- 34 Professional Service History

For more information, go to the NPC website at <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>.

Hover over Career Info. Click Records Management > Military Personnel Records > Document Correction



# Action: Verify Performance Records

## Navy - Official Military Personnel File

All record and document views are audited.

Welcome		OMPF Documents		e-Submission Documents		35	
Multi View	Form Name	Form Number	Subject Title	Document ID	Field Code	Document Date	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	NAVPERS	1616/26			35	20050615	
<input type="checkbox"/>	NAVPERS	1616/26			35	20060606	
<input type="checkbox"/>	NAVPERS	1616/26			35	20070202	
<input type="checkbox"/>	NAVPERS	1616/26			35	20070501	
<input type="checkbox"/>	NAVPERS	1616/26			35	20071015	
<input type="checkbox"/>	NAVPERS	1616/26	EVAL				
<input type="checkbox"/>	NAVPERS	1616/26	EVAL REP AND COUNSELING RECO				
<input type="checkbox"/>	SUBJ	35PEC	FITREP/EVAL CORRESPONDENCE				
<input type="checkbox"/>	NAVPERS	1616/26	EVAL REP AND COUNSELING RECO				
		6/26	EVAL REP AND COUNSELING RECO				
		6/26	EVAL REP AND COUNSELING RECO				
		6/26	EVAL REP AND COUNSELING RECORD (E1-E6)	17065797	35	20110915	
		6/27	EVALUATION AND COUNSELING RECORD (E7-E9)	19670781	35	20120915	
		6/27	EVALUATION AND COUNSELING RECORD (E7-E9)	22110886	35	20130915	
		6/27	EVALUATION AND COUNSELING RECORD (E7-E9)	24300538	35	20140915	
		6/27	EVALUATION AND COUNSELING RECORD (E7-E9)	25304920	35	20150312	

**Field Code  
35**

**To view Performance Records, enter "35" in the "Field Code" box and filter ( ) with the word "Contains".**

**Sort by "Document Date" to ensure no evaluations are missing.**

**TIP**  
Ensure the evaluations and fitness reports documented in OMPF maintain "continuity" and none are missing (see next page).



# Action: Verify Evaluation Continuity

## BOL Application Menu

- [ ARPR/ASOSH Online
- [ **CCA/FITREP/Eval Reports**
- [ CO/XO/CMC Advancement/S
- [ Configuration Management
- [ FTS Redesignation
- [ Individual Medical Readiness (IM
- [ Military Locator System

1

**Click CCA/FITREP/Eval Reports on BOL Application Menu.**

## Continuity and Cumulative Average (CCA) Reporting web site.

### Instructions:

- Click on the link of the report you wish to view.

### Reports:

- Individual Continuity:
  - Click here to view your **Performance Evaluation Continuity** provided by the link to Status Codes and Definitions. If you are rejected, please print assistance.

2

**Click Performance Evaluation Continuity.**

04MAY22

04SEP16

05SEP05

04MAY21

NOB/Regular

Indiv Detach

ACT

Complete

04OCT11

05JAN12

04OCT11

05JAN13

05SEP05

04OCT11

05SEP16

06SEP15

05SEP06

**Verify no “Missing Periods” and no gaps.**

### Selection Boards

Board ID Name Convene Date

### Missing Periods

From To

**Verify Board eligibility.**

4

**IMPORTANT: Board ID field is normally populated 30 days prior to enlisted Selection Board and 60 days prior to officer Selection Board convening dates. If blank within this time period, you are not being considered. Follow procedures in the cycle NAVADMIN to ensure your eligibility is validated prior to Board**



# Action: Verify Training, Education, Quals

**Field Code  
36**

## Navy - Official Military Personnel File

All record and document views are audited.

Welcome		OMPF Documents		e-Submission Documents		
Multi View	Form Name	Form Number	Subject Title	Document ID	Field Code	Document Date
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	NAVPERS	1070/604	ENLISTED QUAL HIST	4782403	36	20050601
<input type="checkbox"/>	NAVPERS	1070/604	ENLISTED QUAL HIST	1223254	36	20061027
<input type="checkbox"/>	NAVPERS	1070/881	TRAINING EDUC AND QUAL HISTORY	25247808	36	20141007

1

**Review Qualification History.**

2

**Download individual documents to verify all training/quals are documented in OMPF.**

**IMPORTANT:** Warfare Qualifications awarded since 2006 are entered into your ESR and listed on the ESR Member Data Summary page. When printed, the Member Data Summary page becomes NAVPERS 1070/886. You may need to print and submit a copy of your Member Data Summary (NAVPERS 1070/886) with your letter to the Selection Board.



# Action: Verify Personal Awards

## Navy - Official Military Personnel File

All record and document views are audited.

Welcome		OMPF Documents		e-Submission Documents		
Multi View	Form Name	Form Number	Subject Title	Document ID	Field Code	Document Date
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	SUBJ	37NAM	Decorations/Medals/Awards	58658517	37	20050601
<input type="checkbox"/>	SUBJ	37AM	DECORATIONS/MEDALS/AWARDS	3177100	37	20070201
<input type="checkbox"/>	SUBJ	37AM	DECORATIONS/MEDALS/AWARDS	9581038	37	20090301
<input type="checkbox"/>	SUBJ	37AM	DECORATIONS/MEDALS/AWARDS	13043735	37	20091201
<input type="checkbox"/>	SUBJ	37AM	DECORATIONS/MEDALS/AWARDS	15044497	37	20110401
<input type="checkbox"/>	SUBJ	37AM	DECORATIONS/MEDALS/AWARDS	19409321	37	20121003
<input type="checkbox"/>	NAVPERS	1070/880	AWARD RECORD	25247797	37	20150203
<input type="checkbox"/>	SUBJ	37AM	DECORATIONS/MEDALS/AWARDS	25892522	37	20150318

**Field Code  
37**

**Verify all Personal Awards  
are listed.**

Periodically, your ESR Honors and Awards page is printed as form NAVPERS 1070/880 (which, along with NAVPERS 1070/881, replaces the old Page 4) and submitted to your OMPF.

**\_TIP\_**  
Ensure personal awards documented in OMPF match those reflected on the U.S. Navy Awards website (see next page).



# U.S. Navy Awards

U.S. Navy Awards

SEARCH THIS SITE

Wednesday April 17, 2013

HOME

PERSONAL AWARDS


UNIT AWARDS

VETERANS

APPROVAL AUTHORITIES

WELCOME

NAVY PERSONAL AWARDS



## PERSONAL AWARDS

Welcome to the Personal Awards section. Here you can search for awards, view award details, and learn more about the award process. Items of interest and the other reference material are updated regularly.

ITEMS OF INTEREST

### U.N. Medal

- List of U.N. Medals authorized for acceptance and wear by eligible U.S. Service members
- Refer to SECNAVINST 1650.1H for eligibility requirements.

### INDIVIDUAL AUGMENTEE SAILORS

- Answers to questions concerning Sailors serving as IAs in support of GWOT.

### Establishment of Campaign Stars for the ACM and ICM

NAVADMIN 141/08 - Campaign Stars for the Afghanistan Campaign Medal (ACM) and Iraq Campaign Medal (ICM)

Paragraph 2 of the NAVADMIN details the Campaign Stars for the ACM and ICM.

### ICM/ACM Trade-in Policy

Personnel/Admin offices having service members who are eligible for the ICM/ACM must ensure that the member sign the below Page 13 entry: (Substitute Afghanistan Campaign Medal for Iraq Campaign Medal, as appropriate)

"I understand that I was assigned within the Area of Eligibility for the Iraq Campaign Medal (ICM) during the period (start day month year to end day month year) for which I was authorized the Global War on Terrorism Expeditionary Medal (GWOTEM). I further understand that per NAVADMIN 085/05, I may elect to either wear the GWOTEM or the ICM. I elect to wear the ICM. I understand that once the ICM is accepted, I cannot change this option and I am no longer eligible for and must remove the GWOTEM, unless earned in a subsequent qualifying period.

PERSONAL AWARDS HISTORY



[Personal Awards Query](#)  
Click to launch the Personal Awards History Query

REFERENCES

[Award Abbreviation Codes](#)

[Contact Awards Office](#)

[Policy on Wear of Foreign Personal Awards](#)

[Ribbon Checker](#)

[Board for Corrections of Naval Records](#)

[Personal Awards FAQs](#)

[Awards Precedence and Details](#)

[Updating Personal Awards](#)

[Freedom of Information Act \(FOIA\) Online](#)

[Document Library](#)

SITE NOTICES

1

Click **PERSONAL AWARDS**

2

Run **Personal Awards Query** to view and verify Awards.

3

View **Personal Awards FAQs** and **Updating Personal Awards**.

U.S. Navy Awards is located on the Internet at <https://awards.navy.mil>.

Use information provided in the REFERENCES box to submit updates





# Action: Verify Field Code 38 (Adverse Info)

**Navy - Official Military Personnel File**  
All record and document views are audited.

Welcome OMPF Documents e-Submission Documents

Multi View	Form Name	Form Number	Subject Title	Document ID	Field Code	Date
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	38	<input type="text"/>

**Field Code 38**

**1** Enter "38" in the Field Code box and filter with the word "Contains".

**2** If you have zero results, that's a good thing!

NoFilter  
Contains  
DoesNotContain  
StartsWith  
EndsWith  
EqualTo  
NotEqualTo  
GreaterThan  
LessThan  
GreaterThanOrEqualTo  
LessThanOrEqualTo  
Between  
NotBetween  
IsEmpty

**IMPORTANT:** Take immediate action to remove Adverse Information filed in your record by mistake!

## Other Useful Field Codes

**39** Emergency Data  
(NAVPERS 1070/602)

**41** Security Clearances and Investigations

See MILPERSMAN 1070-080 for more information

**NOTE:** Sometimes an adverse Page 13 will be filed in Field





# Action: Review OMPF Routinely

- **Periodically, verify your official record is accurate and complete:**
  - Verify 6 months prior to Selection Board review.
  - Every year, order a CD copy of your OMPF and place it in a safe and secure place (order through BUPERS Online).
- **Work with your Personnel Office, CPC or servicing PSD to update your record, as necessary.**

## BOL Application Menu

- [ ARPR/ASOSH Online
- [ CCA/FITREP/Eval Reports
- [ CO/XO/CMC Advancement/Selection Board Verification
- [ Configuration Management
- [ FTS Redesignation
- [ Individual Medical Readiness (IMR) Status
- [ Military Locator System
- [ Naval Register
- [ NavPers Legacy & PERSTEMPO
- [ Navy-Marine Corps Mobilization Processing System (NMCMPs) - View IA/ADSW orders
- [ ODC, OSR, PSR
- [ Official Military Personnel File (OMPF) - Admin Access
- [ Official Military Personnel File (OMPF) - Command View
- [ Official Military Personnel File (OMPF) - My Record
- [ PRIMs
- [ Request Record on CD
- [ Selection Board Member/Recorder Training



# Action: Update or correct your OMPF

- **Your OMPF reflects documents that have been received, reviewed, and accepted as an official document.**
  - If you discover a duplicate document or a document that belongs to someone else, you may contact NPC directly to have the error corrected.
- **For information helping you correct your OMPF, go to the NPC website and follow this path:**
  - Hover over Career Info. Click Records Management > Military Personnel Records > Document Correction.
  - Hover over Career Info. Click Records Management > Military Personnel Records > Document Submission.

## IMPORTANT

- **Actions taken to update OMPF will not automatically update other personnel systems, such as Navy Awards or ESR.**
- **You may be required to update each personnel system**



# NPC website provides supporting resources

Navy Personnel Command > Career Info > Records Management > Military Personnel Records > Document Correction

Board for Correction  
of Naval Records  
(BCNR)  
Decorations and  
Medals (Awards)  
Discharge  
Certificates  
Electronic Service  
Record (ESR)  
Electronic Submission  
Home of Record  
Military Personnel  
Records  
Contact Us  
Document Correction  
Document Submission  
Enlisted Record Update  
Officer Record Update  
OMPF (Permanent  
Personnel Record)  
Ordering and Reviewing  
Your OMPF

## Document Correction

An official document submitted to NAVPERSCOM for filing in the Official Military Personnel File (OMPF) becomes the property of Department of Navy (DON). Except for administrative or clerical errors, documents filed in the OMPF may not be removed or changed except by authorization of Secretary of Navy.

(1) If you find an error in your OMPF, you may request a correction to your service record. You should submit your request to your local Personnel Support Detachment (PSD) or Personnel Office (PersO) for action since the error may be found in your OMPF, the Field Service Record, and in some cases other corporate databases. Request must include a description of the information to be changed; the reason for the change; the type of change sought (i.e., deletion, correction, or addition); and copies of available documentary evidence supporting the request. The PSD/PersO may make corrections to local records and/or submit changes to NAVPERSCOM in accordance with MILPERSMAN [1070-210](#), or in accordance with the regulation governing original document. In general, the following types of corrections may be made, where appropriate:

- Remove a document that was erroneously filed in your record, i.e., another member's document filed in your record, or a document was filed in your record contrary to policy or regulation. If this document is in your OMPF, you may request this type of correction directly from NAVPERSCOM ([PERS-313](#)). **Please read the**

### Helpful Links

[FAQ](#)

[References](#)

**1** Go to <http://www.public.navy.mil/bupers-npc/Pages/default.aspx> to find resources helping you view and manage the career information displayed in your Navy Personnel Records



# Electronic Service Record (ESR)

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- **ESR contains electronic data representing some, but not all, of the information previously held in the paper Field Service Record.**
  - ESR allows you to view information contained within the Navy Standard Integrated Personnel System (NSIPS).
  - NSIPS contains pay and personnel information entered by your command and/or servicing PSD.
- **Periodically, usually at specific career milestones such as reenlistment, separation or retirement, ESR information is printed, signed and electronically submitted to your OMPF.**



# Action: Establish your ESR account

- **All Sailors - Officer and Enlisted - must establish a "Self-Service" ESR account.**
- **Ashore versus Afloat**
  - All Sailors establish their ESR account ashore:  
<https://nsipsprod.nmci.navy.mil/nsipscllo/jsp/index.jsp>
  - Afloat Sailors should establish a second ESR Afloat account for use underway.
- **If you need assistance, contact the NSIPS Help Desk.**
  - (877) 589-5991
  - [NSIPSHelpdesk@navy.mil](mailto:NSIPSHelpdesk@navy.mil)

## IMPORTANT

**When communicating with support personnel (including CPC, PSD or Help) take special care to safeguard sensitive personal information by ENCRYPTING your email!**

**\_TIP\_**  
Find QuickStarts and other user aids on the NPC website. From the homepage, click Career Toolbox (on left-hand side of



# View ESR data, beginning on the Home Page

- **Navigate the ESR Home Page using links provided in the top navigation bar.**

The screenshot shows the ESR Home Page Main Menu. The 'Main Menu' is highlighted in the top navigation bar. The 'Search Menu' is also visible. The 'Electronic Service Record' link is highlighted in the main menu. The 'View' link is highlighted in the 'Electronic Service Record' dropdown menu. The 'Tasks' link is also visible in the dropdown menu. The 'Personal Information' section is expanded, showing a list of links including: Personal Information Links, Training, Education, Quals, Performance Links, Service Obligations, Professional History Links, Administrative Remarks Links, Member Data Summary, Dependency Data, SGLI, Thrift Savings Plan, Training Summary, Exam Profile Data, Montgomery GI Bill, Court Memorandum, Unauthorized Absence, Honors and Awards, Fitness Report, History of Assignments, IDT Detail Summary, Billet History, Orders Detail, Orders History, Administrative Remarks History, PCS Travel, Address and Phone, Civilian Employer Information, Emergency Contact, PQS, Course Data, Religious Accommodations, Promotion History, and Deploy, Ldrshp, Ethos&TAD List.

**ESR Home Page Main Menu**



# Action: View ESR data

- **Links provided under ▼ View are read-only, which means that you cannot enter or change information displayed.**
- **View functionality allows you to verify information submitted to the Navy Standard Integrated Personnel System (NSIPS).**
- **If you discover errors, contact your Personnel Office, CPC or servicing PSD.**

The screenshot shows a web application interface. On the left, there is a sidebar with two main menu items: 'View' and 'Tasks'. A red arrow points to the 'View' item. To the right of the sidebar is a large list of links, each preceded by a document icon. The links are organized into two columns. The first column contains: Personal Information Links, Training, Education, Quals, Performance Links, Service Obligations, Professional History Links, Administrative Remarks Links, Member Data Summary, Dependency Data, SGLI, Thrift Savings Plan, Training Summary, Exam Profile Data, Montgomery GI Bill, Court Memorandum, Unauthorized Absence, Honors and Awards, Fitness Report, History of Assignments, IDT Detail Summary, Billet History, Orders Detail, Orders History, Administrative Remarks History, PCS Travel, Address and Phone, Civilian Employer Information, Emergency Contact, PQS, Course Data, Religious Accommodations, Promotion History, and Deploy, Ldrshp, Ethos&TAD List. The second column is empty.



# Action: Verify “Dependency Data”

**Personal Information**

Name: Rank/Rate: Current DSC:

[View Personal Information](#)

Member Data Summary Emergency Contact Religious Accommodation

Address & Phone Servicemember's Group

Civilian Employer Information Thrift Savings Plan

**Dependency Data**

**Dependency Data**

**Includes dependency data for spouse, children and parents, Emergency Contact, and Beneficiaries for unpaid pay and allowances, death gratuity, etc.**

**Summary**

Dependency Application

Total Number of Dependents:

Primary Dependency Code: Spouse and No Children

Secondary Dependency Code: No dependent parents

Last Verification Date:

Is Dependency Data correct? ☒ Yes

Youngest Child DOB:

Type Code: 0

Start Date:

Religion

NO No Religious Preference

Dependents on Station

Co-Location Arrival Date: Number Co-Located: 1

Family Co-Location Identifier: Spouse Only Number Command Sponsored: N/A

When updated, your **Dependency Data** is printed as form NAVPERS 1070/602 (Dependency Application/Record of Emergency Data, or “Page 2”) and submitted to OMPF. (Print your own copy, using button at bottom of page.)





# Action: Verify “Member Data Summary”

## Personal Information

Name:

Rank/Rate:

Current DSC:

[View Personal Information](#)



Member Data Summary



Emergency Contact



Religious Accommodations



Address & Phone



Servicemember's Group



Civilian Employer Information



Thrift Savings Plan



Dependency Data

## Member Data Summary

Name:

Rank/Rate:

Current DSC:

### Member Info

Br/CIs:

Rank/Rate:

PEBD:

ADSD:

ACBD:

SSSED:

Pay Grade:

Special Program Ind:

Enlisted

Designator:

Primary AQD:

For: Surface Warfare Specialist

PNEC:

0000

SNEC:

9502

Security Investigation Type:

pe:

Clearance Dt:

Agency:

ment

**Member Data Summary includes Security eligibility and status, Current Assignment, Dependents Information, Education (AFQT scores), NEC History, Warfare Qualification History, Promotion History, etc.**

**Member Data Summary is printed as form submitted to OMPF. (Print your own copy, bottom of page.)**



# Action: Verify "Training Summary"

## Training, Education, and Qualifications

Name:

Rank/Rate:

### View Training, Education, and Qualifications



Training Summary



Personnel Qualifications



Montgomery GI Bill



Course Data



Exam Profile Data



Education Data

**Training Summary includes Civilian education, Navy training, Navy eLearning courses, Certifications, PQS, etc.**

### Navy Service School/Military Training Courses

Personalize | Find | View All | First 1-5 of 53 Last

Course Title	School Name	Course Length	Course End Date	Grade	NEC Earned	Verify Date
ADAMS FOR SUPERVISORS	S-501-0120	1 Days	09/10/2002	P		9/19/2006
ADNS AN/USQ 144 H(V)2/4	A-101-1122	12 Days	03/20/2009	P		9/9/2009
ADNS,INMARSAT B HSD,&GLOBAL BR	A-260-0010	19 Days	04/27/2007	P		2/28/2009
ADVANCED NETWORK ANALYST	A-531-0045	54 Days	11/10/2008	P		3/2/2009
AEGIS RCS TEAM	S-202-0001	19 Days	04/24/2009	P		5/6/2009

### Other Training Courses/Instructions Completed

Personalize | Find | View 100 | First 1-5 of 136 Last

Type of Course and/or Instruction	Location	Course Length	Course End Date	Verify Date
ALCOHOL ABUSED	CPPD-GMT-AA-1.0	1 Days	01/25/2013	3/20/2013
ALCOHOL MISUSE ENABLING	CPPD-GMT09-023	1 Days	07/08/2011	7/13/2011
ALCOHOL MISUSE ENABLING	CPPD-GMT-AME-1.0	1 Days	06/25/2010	5/17/2011
ALCOHOL MISUSE ENABLING	CPPD-GMT09-023	1 Days	06/22/2009	6/24/2009
ANTITERRORISM LVL I AWARENESS	CENSECFOR-AT-010-1.0	1 Days	10/29/2015	11/20/2015

### Personnel Qualification Standards (PQS)

Personalize | Find | View All | First 1-10 of 44 Last

Station #	Course Descr	Date Completed	Verify Date
2ND CLASS SWIMMER		11/07/1997	3/12/2008
43119-J 301	BASIC DAMAGE CONTROL (DC) COMMUNICATIONS	08/25/2009	5/25/2010
43119-J 302	BASIC FIRST AID	08/25/2009	5/25/2010
43119-J 303	BASIC FIREFIGHTING	08/25/2009	5/25/2010
43119-J 304	FIRE WATCH STANDER	08/25/2009	5/25/2010
43119-J 305	BASIC CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) DEFENSE	08/25/2009	5/25/2010
43119-J 306	BASIC DAMAGE CONTROL (DC)	08/25/2009	5/25/2010
43119-J 307	ADVANCED DAMAGE CONTROL (DC)	05/22/2011	6/3/2011
43119-J 308	TEAM LEADER	05/22/2011	6/3/2011
43119-JCH1 001		06/09/2009	5/25/2010

### Official Certs and Quals History

Personalize

Cert/Qual ID	Cert/Qual Descr	Expiration Date	Cert/Qual Status	Cert/Qual Date	Endorsement	Platform
MTS	MASTER TRAINING SPECIALIST		Qual	01/11/2006		

### Local Certs and Quals History

Personalize | Find

Cert/Qual ID	Cert/Qual Descr	Expiration Date	Cert/Qual Status	Cert/Qual Date	Endorsement	Platform
	BASIC ENLISTED					

Periodically (Reenlistments, Retirements, Separations, etc.), your **Training Summary** is printed as form NAVPERS 1070/881 (which, along with NAVPERS 1070/880, replaces the old Page 4) and submitted to OMPF.

(Print your own copy using the "Qualification History" button at bottom of



# Action: Verify "Honors and Awards"

### Performance

Name: Rank/Rate: Current DSC:

[View Performance](#)

- Court Memorandum
- Record of Unauthorized Activity
- Honors and Awards**

### Honors and Awards

SSN: Name: Rank/Rate: Current DSC: 100

Description	Grantor	Eligibility/Start Date	Issue Date	Award Nbr	Verify Date
Navy/MC Achievement Medal	OTHER	01/11/2000	07/10/2000	1	12/15/2009
Navy/MC Achievement Medal	OTHER	10/07/2001	12/10/2001	2	12/15/2009
Navy/MC Achievement Medal	OTHER	03/28/2003	02/01/2006	3	12/15/2009
GW-Terrorism Expeditionary	TR	10/27/2008	03/27/2009		10/14/2010
Good Conduct Medal Active		07/16/2005			Not Verified

[Verify Date](#)

Not Verified

**IMPORTANT**

If data entries are "Not Verified", request your Personnel Office, CPC or PSD to investigate. (You may be required to provide documentation to support Verification approval.)

Information "**Not Verified**" will NOT print on NAVPERS forms.

Periodically, your Honors and Awards (which, along with Nominations) will be printed on OMPF. (Print your own copy.)



# Action: Verify Performance data

## Performance

Name: Rank/Rate: Current DSC:

[View Performance](#)

Court Memorandum

Record of Unauthorized Absence

Honors and Awards

## FITREP/Evaluation

Name: Rank/Rate: Current DSC:

[Fitrep / Evaluation Information](#) [Find | View All](#) First 1 of 18 Last

From: 09/16/2014 To: 09/15/2015 Occasion for Report: Periodic

Report Type: Regular Not Observed Report: 0

Pay Grade: Rank/Rate: Designator:

UIC: Ship/Station: To Date as Extended: 09/15/2015

Report Date: Status: Active Duty Promotion Status: REGULAR

## Performance FITREP/Eval performance marks, recommendations, etc.

**Your signed FITREP/Eval is mailed to NPC by your command. Once verified, it is submitted to OMPF. Additionally, information is extracted and sent to your ESR.**

- Click **View All** to review past reports.
- **NOTE: Narrative comments are not entered into ESR and can be viewed only in your OMPF.**

Trait Average: 400 Promotion Recommendation: Early Promote



# How to print documents from ESR

Print Form

1

Qualification History

1. At the bottom of ESR pages, look for and click on buttons provided.

2

Message

The Form can be retrieved by Process Instance 20633324 in the NSIPS Report Manager. (26000,1109)

Navigate to NSIPS Report Manager, then select report for the process instance number.

OK

2. When pop-up message opens, click "OK".

3. Go to "NSIPS Report Manager" using Main Menu dropdown.

3

4. Click "Refresh" several times, then click "View" when the button appears.

4

5. Locate the PDF file and click to view and print your document.

5

Search Menu:

- User Release Information
- Career Information Management
- Employee Self Service
- Electronic Service Record
- Standard Reports
- Worklist
- Reporting Tools
- Manage Echelons
- My Profile
- NSIPS Report Manager
- Change My Password
- DMR Link

Report List

Reports Filter

\*View Reports: Operator [v]  
Status: [v]  
Process Type: [v]  
Last: 1 Days [v]

Refresh

Request Date/Time	Format	Run Status	Status	Details	Report
01/27/2016 3:06:55PM	Acrobat (*.pdf)	Success	Posted	Details	View

File List		
Name	File Size (bytes)	Datetime Created
SQR_ESR_TRN_20633324.pdf	2,215	01/27/2016 3:07:12.297953PM CST
esr_trn_20633324.PDF	78,566	01/27/2016 3:07:12.297953PM CST
esr_trn_20633324.out	5,979	01/27/2016 3:07:12.297953PM CST



# Action: Review ESR routinely

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- **Every six months review your ESR and verify that it contains accurate and current information.**
- **If you discover errors or missing information, contact your command Personnel Office, CPC or servicing PSD.**

## **IMPORTANT**

- **Actions taken to update your ESR will not automatically update other personnel systems, such as Navy Awards or your OMPF.**
- **You may be required to update each personnel system individually.**



# **Caution and a Warning: You must Safeguard Personal and Private Information**

## **Your records contain Personally Identifiable Information (PII).**

- PII is any information that can be used to distinguish or trace your identity.
- Examples of PII include, but are not limited to:

- Name
- Social Security Number (SSN)

NOTE: Full and partial SSNs associated with a name are especially sensitive and commonly found on many of your service record documents.

- Date of birth, home address, home phone number, personal email address
- Family data
- Religion, Race, National Origin
- Fingerprints, Photographs
- Performance Rating
- Security Clearance

- 
- 

### **IMPORTANT**

**Take special care to safeguard sensitive personal elements and all medical and financial information from persons without a need to know.**



# Action: Protect your PII

## Protect PII using the following best practices:

- Share PII only with those who have a need to know.
- Store PII in a locked container, in a locked space, or on an encrypted hard drive.
- When sending an email containing PII or attachments with PII, you must Encrypt and digitally Sign the email.



- Destroy any document or electronic file containing PII if you don't need it. Keep only what is absolutely required.

### IMPORTANT

- **Personnel documents contain personal and private information that can be misused for a variety of purposes, including identity theft.**
- **You must retain service record documents in a safe,**





# Summary

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- **Your Navy service record is maintained in two systems:**
  - OMPF contains official documents
  - ESR contains personnel data
- **You should review OMPF and ESR routinely and take necessary action to update missing or inaccurate information.**
  - Actions taken to update OMPF and ESR will not automatically update other personnel systems. Each system must be updated individually.
  - Sources of support are your Personnel Office, CPC or servicing PSD.
  - The Navy Personnel Command (NPC) website provides helpful information (<http://www.public.navy.mil/bupers-npc/Pages/default.aspx>)

- **You must store in a safe, secure space**

*This is a product of the OPNAV N1 Fleet Introduction Team with support from BUPERS-803 and PERS-313.  
Please address comments and feedback to [elizabeth.mcgrath@navy.mil](mailto:elizabeth.mcgrath@navy.mil).*